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* Contracts that require signature.



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Suite 260, Prince William, Virginia 22192
(703) 792-6820 Metro 631-1703 FAX: (703) 792-6828

DEPARTMENT OF
PUBLIC WORKS

Thomas Bruun
Director

Thank you for your interest in Prince William County's historic properties. Enclosed you will find information about our rental policies and options, as well as contracts that require your signature should you decide to rent one of our facilities.

There are four properties currently available for rental, Ben Lomond Historic Site, Rippon Lodge, the Old Manassas Courthouse and the Brentsville Union Church. Ben Lomond boasts a beautiful antique rose garden complete with a trellis and vast grounds perfect for a tented event. Rippon Lodge was originally built ca. 1747 and features a beautiful view of the Neabsco Creek and Potomac River from the extensive lawns. The Old Manassas Courthouse, located in Old Town Manassas, offers a large ballroom on the second floor and space for outdoor tenting. The Brentsville Union Church, our newest rental facility, was originally built ca. 1874 and is available for wedding ceremonies and special services. All facilities are available for rental year-round.

Please feel free to contact us at (703)792-4754 with any questions you may have regarding the enclosed information, or if you would like to hold your event at one of Prince William County's historic properties. We look forward to working with you to make your event a grand success!

An Equal Opportunity Employer

Event Check List

In order to ensure a flawless event, please follow the guide below. Prior to your event you should:

- ❖ Read the rental packet thoroughly to ensure our facility meets your needs and budget, and that you are comfortable with our requirements and regulations.
- ❖ Contact our **Event Coordinator at (703)792-4754** or historicpreservation@pwcgov.org to review available dates and schedule your event. We will hold your requested date for five business days to allow for completion and submission of the required contracts.
- ❖ Read and sign the Rental Contract and initial the Rental Rules and Regulations and return both along with your security deposit to:

Historic Preservation Division
ATTN: Rentals
17674 Main Street
Dumfries, VA 22026

The contracts and deposit must be received at least 45 days in advance of your event. A confirmation, including copies of your signed contracts, will be returned to you upon our receipt of the signed contracts and deposit. The County reserves the right to reject any contract for any reason. Should your contract be rejected, you will be notified immediately.

- ❖ Make an appointment to meet with **our Event Coordinator** to review your event plans to ensure everything goes smoothly.
- ❖ Submit payment of the rental fees at least 30 days prior to your scheduled rental. In the event that payment is not received, we will release the hold on your date and cannot guarantee that it will be available following the release.
- ❖ Contact our **Event Coordinator** at least seven days prior to your event to finalize room layout and all event details. At this time, all final details should be confirmed to prevent the need to make last minute decisions and help minimize stress.
- ❖ Relax and enjoy your event!

Historic Property Rental Contract/Facility Use Agreement

Name of Organization/Individual: _____

Represented by: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Fax: _____

Event Information

Location: _____ Union Church _____ Rippon Lodge _____ Old Manassas Courthouse _____ Ben Lomond

Date of Event: _____ Type of Event: _____

Rental Time: Beginning _____ AM/PM End _____ AM/PM Number of Attendees: _____

Contract Caterer? YES NO Caterer/Vendor Name _____

(Renter is solely responsible for facility cleanup, see Rental Rules & Regulations)

Alcohol Requested? YES NO ABC Permit Obtained? YES NO

OFFICE USE ONLY (Staff to initial each entry)

Facility/Rental Fee \$ _____
Security/Staff Fee \$ _____
Misc. Fee \$ _____
Total \$ _____ Date Paid _____

Security Deposit \$ _____ Date Paid _____

License Copy Submitted YES NO ABC Permit Copy Submitted YES NO

Amount Refunded \$ _____ Date _____ Staff: _____

I have read and understand the policies and procedures outlined in the Rental Rules and Regulations and the Rental Contract/Facility Use Agreement and all information provided above is true and accurate.

Signature of Applicant Date Approving Staff Representative

KEEP THIS CONTRACT WITH YOU THE DAY OF THE EVENT FOR PROOF OF RESERVATION

Emergency Contacts:

In the event of an emergency during a scheduled event, or if the renter has immediate concerns or questions, please contact one of the following individuals:

- Adrienne Lee, (703)792-4754
- Bryon Blose, (571)238-7024

RENTAL RULES AND REGULATIONS

Facility use is based upon the following guidelines as well as a fully completed and approved rental contract. If at any time the rental individual/group has misrepresented itself or has not adhered to the Prince William County (herein referred to as PWC) rental policies and procedures, PWC will exercise its right to cancel the contract. The decision to terminate a contract could be made by either security personnel or PWC staff on the scene to ensure the safety of patrons, staff, and/or properties.

GENERAL: The rented area is available only on the dates and times specified herein. All activities will terminate at the specified time in the contract. Setup and cleanup times must be included within the contract times. PWC historic properties have varying hours available for rentals, however all events must begin no earlier than 8 a.m. and end no later than 11 p.m. Outdoor areas are not available after dusk. Holidays are not available for rentals unless otherwise approved by staff. PWC is not responsible for injury or damage to property or persons using the facility. The contracted person must be present during all hours of the rental and is responsible for the behavior of participants and cleanup. The rental individual/group will be billed, and agrees to pay, for any damages in excess of the security deposit. PWC reserves the right to conduct a background investigation of any rental individual/group. Rental contracts must be received at least 45 days in advance of rental date.

ALCOHOL: Alcohol is permissible by PWC approval and Virginia Alcoholic Beverage Control (ABC) Board permit only. To ensure your Virginia ABC Board permit is obtained in a timely manner, it is recommended that you apply at least 30 days in advance of your event. For information or to apply for a permit please contact the Virginia ABC Board at (804) 213-4624 or visit their Web site at www.abc.state.va.us. A copy or facsimile of the ABC Board permit must be submitted to the Department of Public Works staff at least two (2) weeks prior to the meeting/event. Failure to obtain and/or submit a permit from the Virginia ABC Board will result in immediate revocation of permission to serve and/or consume alcoholic beverages. The distribution and/or consumption of alcohol must be contained within the specified rental area and the permit must be posted in plain view. The rental individual/group named on the permit will be responsible for the behavior of person(s) of the group. Persons must be 21 years of age to possess, consume, or serve alcohol. The sale of alcohol is prohibited. Alcohol must stop being served one hour in advance of the closing of the rental. Rental individual/group (and all attending) must adhere to all rules prescribed by the Virginia ABC Board and PWC.

SECURITY: Contracted individual may be required to submit a copy of his/her driver's license before signing contract. If security coverage is deemed necessary, the renter will be responsible for the cost of security. The only type of security coverage allowed includes the PWC Police Department Officers and the PWC Sheriff's Office Deputies.

Renter's Initials

Date

ADVERTISING: No form of media advertising for the rental is permitted unless approved by Public Works staff. This includes but is not limited to newspapers, flyers and the Internet.

MINORS: Rentals with minors (under 18 years) – The rental individual/group must provide chaperones at a ratio of 1 parent/guardian per 10 minors. Rentals involving minors may not be approved past 10:00 p.m. (including clean-up).

PAYMENT/FEES: Contracted rental fees are due in full at least 30 days prior to a scheduled event and the security deposit is due at signing of the contract. Checks may not be accepted within 29 days or less of rental date. Failure to timely pay contracted rental fees will result in immediate cancellation of the contract. There will be a \$20 fee on any returned check. Additional fees may be required for security coverage. Any form of misrepresentation by the rental individual/group will result in forfeiture of contract and all monies involved. The rental individual/group is responsible for cleaning the area after use. Failure to do so will result in loss of the security deposit. Upon rental cancellation, payment will be refunded in full up to 30 days in advance of the scheduled date. Cancellations within 30 days are subject to a 50% cancellation fee. In the case of outdoor events, rescheduling may be allowed in the case of inclement weather pending site availability and upon prior approval by Public Works staff.

LIVE BANDS/DJ/SMOKE MACHINES: Live music (i.e., bands) and DJ's may be allowed in some facilities with pre-approval from Public Works staff and adherence to all PWC ordinances.

DECORATIONS: Items are not permitted to be attached to walls, candelabras, sconces, etc. Nothing may be taped, stapled, nailed or otherwise attached to the structures. Candles are also not permitted to be used inside any buildings or facilities. Confetti is prohibited with the exception of outdoor-only use of bird seed, Ecofetti™ and Designer Wedding Rice™. Additional cleaning charges may apply if the use of confetti is requested.

SMOKING IS PROHIBITED AT ALL TIMES ON ALL HISTORIC RENTAL PROPERTIES.

LIABILITY: Please carefully review and accurately fill in the paragraph below:

I, _____(name of Renter), being of lawful age, do hereby release, hold harmless, acquit, and forever discharge Prince William County, Virginia, the Board of County Supervisors of Prince William County, Virginia, and Prince William County Self Insurance Group, and their officers and employees and their heirs, executors and assigns, from any liability now accrued or hereafter to accrue on account of any and all claims or causes of action which I now or may hereafter have for personal injuries, damage to property, loss of services, medical expenses, contribution, indemnification, losses or damages of any and every kind or nature whatsoever, now

Renter's Initials

Date

known or unknown or that may hereafter develop, by me sustained or received on or about _____ (date of event); or in any way connected with the event for which I have rented _____ (name of property); and I hereby declare that I have carefully read the foregoing release and understand the contents thereof and have signed the same as my own free act and have not been influenced in making this settlement by any representation of the party or parties released. This specifically includes release of any and all claims for contribution or indemnification of third parties, for whom I assume all responsibility as my invitees.

CAUTION: READ ABOVE CAREFULLY BEFORE SIGNING BELOW

The rental individual/group has read and understands all above listed Prince William County rules and regulations as they relate to this agreement and with contract signature agrees to abide by all.

Renter's Signature

Date

Historic Property User Fees and Hours of Operation

Old Manassas Courthouse

Rental of the Old Manassas Courthouse includes the second floor ballroom, prep kitchen, elevator and restrooms located on the second floor and in the first floor foyer. The grounds are available for tenting with prior approval of Public Works staff. All Courthouse rental prices include the use of available tables and chairs. The setup and cleanup are the responsibility of the renter.

Fees: \$400 per two-hour rental, \$750 per four-hour rental, \$1025 per six-hour rental, \$1,400 per eight-hour rental. There is an eight-hour maximum rental period. The security deposit for the Old Manassas Courthouse is \$300 and is due upon initial submission of the rental contract.

Union Church at the Brentsville Courthouse Historic Centre

Rental of the Union Church includes the church and bridal changing room and restrooms located in the Visitor Center and One-room Schoolhouse. Rental periods are 10 a.m. to 2 p.m. or 3 p.m. to 7 p.m. The grounds are available upon request for an additional fee. Rental of the grounds includes use of the grounds, picnic area, nature trails and restrooms. Grounds rentals are available from 9:00 a.m. to dusk year-round. Tours of the complex buildings are available during your rental for an additional cost of \$2 per person.

Fees: The rental fee per four-hour rental is \$350 for the Church and \$200 for the grounds. There is an eight-hour maximum rental period of the church and grounds. The security deposit for the Union Church is \$200 and is due upon initial submission of the rental contract.

Rippon Lodge

Rental of this site is limited to outdoor space only. Rentals are available from 9:00 a.m. to dusk year-round. Tours of the house are available during your rental for an additional cost of \$2 per person. Please request this option during initial submission of rental contract.

Fees: \$350 per four-hour rental period. There is an eight-hour maximum rental period. The security deposit for Rippon Lodge is \$200 and is due upon initial submission of the rental contract.

Old Rose Garden at the Ben Lomond Historic Site

Rental of this site is limited to outdoor space only. Rentals are available from 9:00 a.m. to dusk year-round. Tours of the house are available during your rental for an additional cost of \$2 per person. Please request this option during initial submission of your rental contract.

Fees: \$250 per four-hour rental period. There is an eight-hour maximum rental period. The security deposit for Ben Lomond is \$100 and is due upon initial submission of the rental contract.

ALL SITES

Security deposits are in addition to listed rental fees and must be submitted in the form of a separate check. All rental periods **must** include set-up and clean-up time, please ensure you request enough time to accommodate the entirety of your event. Additional staff may be required at any of the facilities due to the volume of expected participation and/or attendance. If it is determined by Public Works that additional staff are necessary, the cost is \$25.00 per hour, per staff member.

Non-profit organization rental rates are available upon request.

Vendors

You may use any company or individual to assist you with your event. For your information, the companies/individuals listed below have been pre-approved, and are familiar with our facilities and the rules and regulations associated with them. If you are aware of other companies or individuals that would like to be included in this list, please have them contact our **Events Coordinator** at (703)792-4754.

Bakeries

Manassas Cakery, (703) 361-5355, www.manassascakery.com
The Cakery, (703) 590-2301

Caterers

Artistry Catering, (703)502-7620, info@artistrycatering.com
Design Cuisine, (703) 979-9400, www.designcuisine.com
Georgetown Caterers, (703) 866-1353, www.georgetowncaterers.com
Kitchen Gourmet & A Company of Caterers, (703) 490-1730
RSVP Catering, (703) 573-8700, www.rsvpcatering.com

Celebrants/Officiants

Civil

- ♥ Phil Campbell, (703) 792-6616
- ♥ Maria Ramirez, (703) 792-6045

Religious

- ♥ Rev. Nellena Bush-Coley, (703) 368-8675
- ♥ Dr. Larry Lee, (703) 392-8006
- ♥ Josue Garcia Prada, (703) 361-1502 (Spanish Ceremonies Only)

Equipment/Furniture Rentals

A-Plus Rental Center, (703) 451-6060, www.aplusrental.com
Capital Equipment Rentals, (703) 661-8290, www.capitalrentals.com/party
DC Rental, (703) 671-7300, www.dcrental.com
Event Rentals, (800) 778-7368, (703) 378-2255

Florists

A Floral Affair by the Tudor Rose, (703) 680-2665, www.a-floral-affair.com
Especially For You, (703)878-6060, sesp128@aol.com
Flower Basket, (703) 680-0111, www.flower-basket.com
Flower Gallery, (703) 361-5186, www.flowergallerymanassas.com
Fleurtations Floral Design, (703) 878-6781, www.fleurtations-floral.com

Limousines/Transportation

American Eagle Limousine Service, Inc., (703) 550-7200
Capital Executive Limousines, (800) 490-9501
Stuarts Luxury Limousine Service, Inc., (703) 257-5466

Vendors, Continued

Musicians/Disc Jockeys

Black Tie DJs, (703) 803-7722, www.musicdj.com/yp
Capital Entertainment, (703) 836-9390, www.capitalentertainment.biz
The Pros, www.thepros.com, 1-800-THE-PROS (1-800-843-7767)
Triple I Entertainment, (703) 799-7585, www.iiient.com
Youth Orchestras of Prince William, (703) 590-7083
Woodbridge Flute Choir, (703) 244-6732

Photographers

Absolute Memories, (703) 499-9165, www.absolutememories.com
David Reynolds Photography, (703) 368-9659, www.reynoldsphotography.com
Greenwood Photography, (703) 494-3200
Portraits by the Two of Us, (703) 361-8305
The Pros, www.thepros.com, 1-800-THE-PROS (1-800-843-7767)

Tents

A-Plus Rental Center, (703) 451-6060, www.aplusrental.com
Capital Equipment Rentals, (703) 661-8290, www.capitalrentals.com/party
Event Rentals, (800) 778-7368, (703) 378-2255

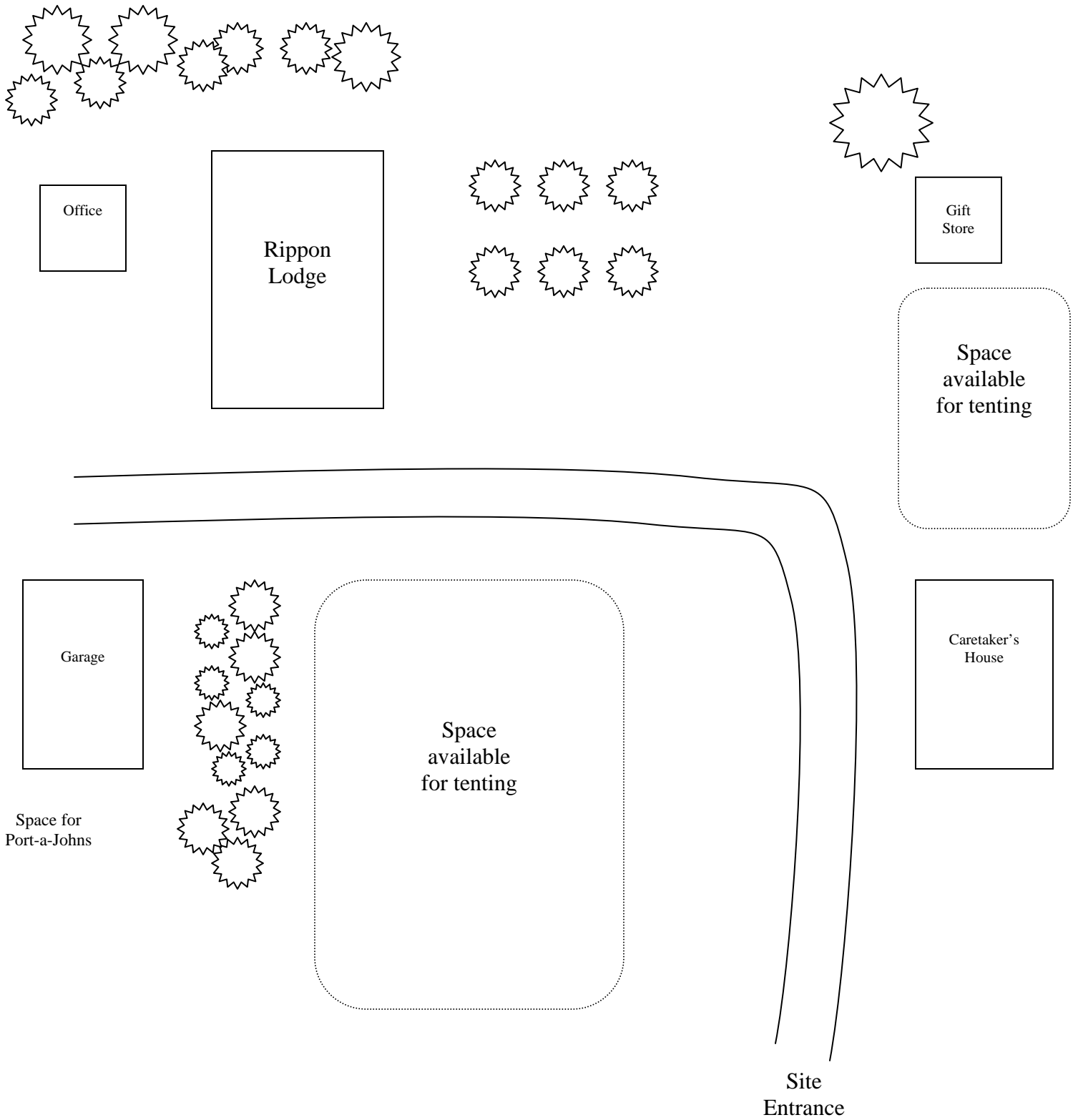
Videographers

LA Millennium Video Production, www.lamvp.com, (410)570-4806
The Pros, www.thepros.com, 1-800-THE-PROS (1-800-843-7767)

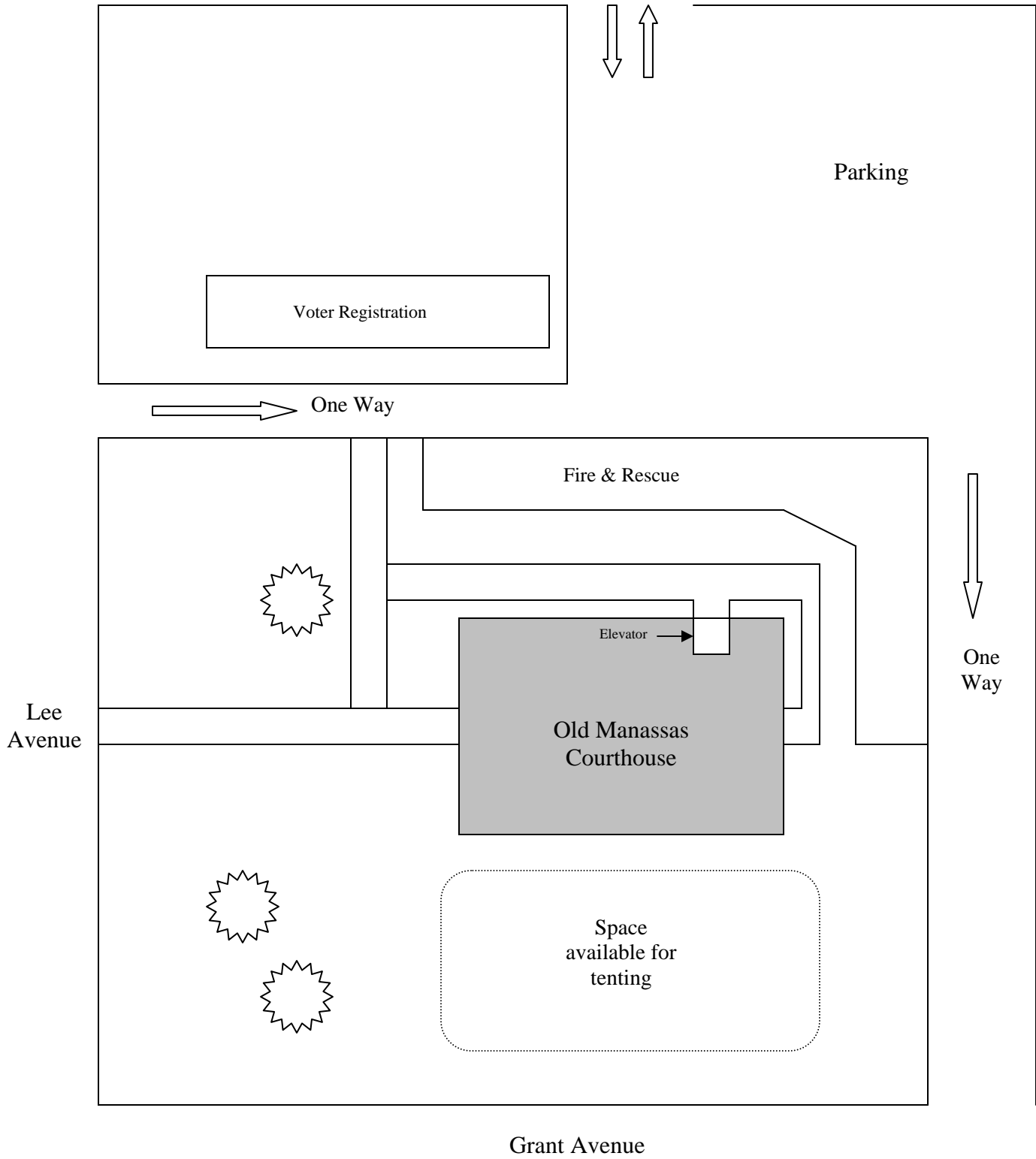
Miscellaneous

Amy's Balloons, (703) 590-7300
Prince William County Park Authority (Ballroom Dance Instruction), (703) 792-7060, www.pwcparks.org

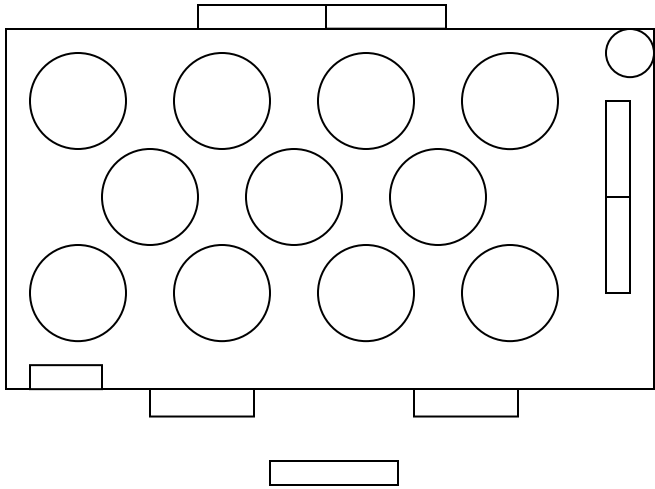
Rippon Lodge Site Layout



Old Manassas Courthouse Site Layout



Old Manassas Courthouse Layout Options



Option #1

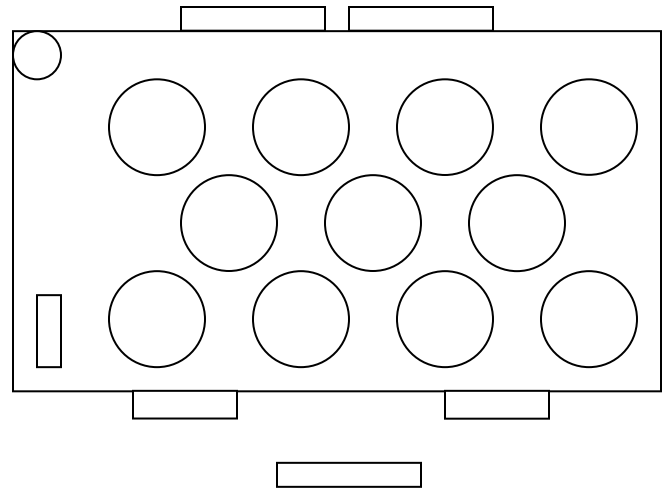
Traditional Reception
Capacity: approximately 100

Includes: Head Table, Bar,
Buffet, Cake, DJ, Guest
Book and Gift Tables

Option #2

Modern Reception
Capacity: approximately 100

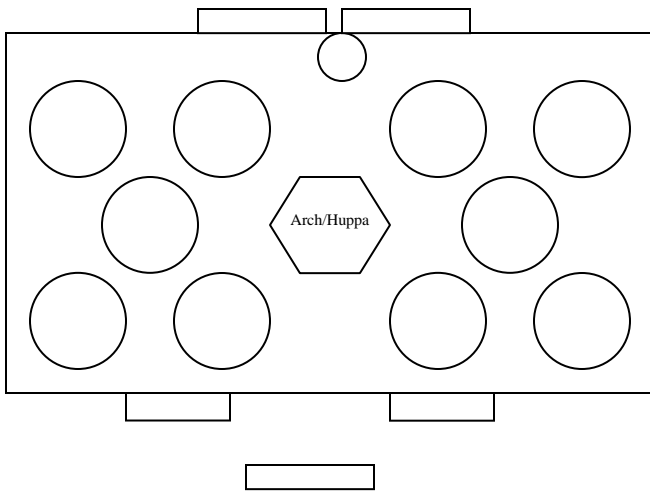
Includes: Dance floor space, Bar,
Buffet, Cake, DJ, Guest Book
and Gift Tables



Option #3

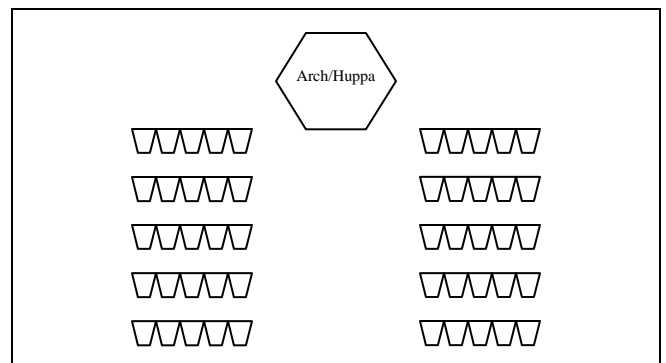
Reception & Ceremony
Capacity: approximately 90

Includes: Space for an
Arch/Trellis/Huppa, Bar, Buffet,
Cake, Guest Book and Gift
Tables

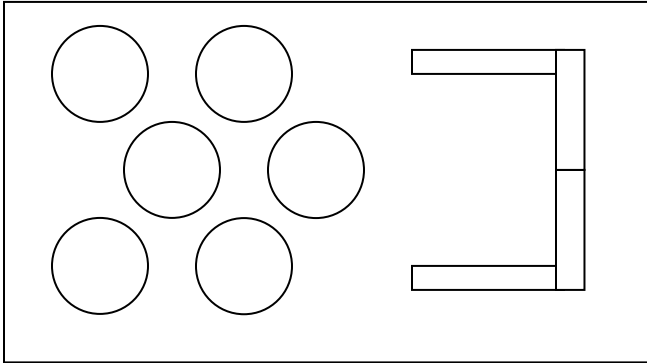


Option #4

Theatre/Ceremony
Capacity: 100

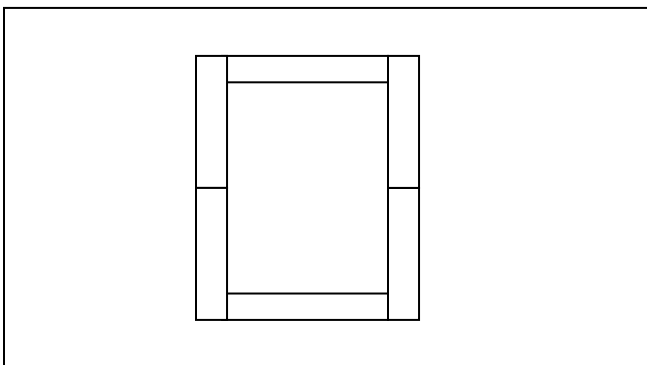
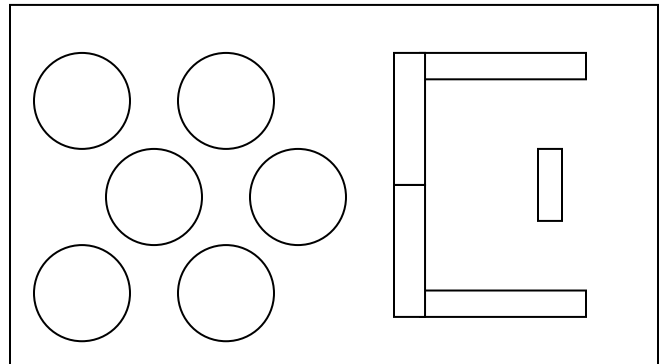


Old Manassas Courthouse Layout Options, Continued



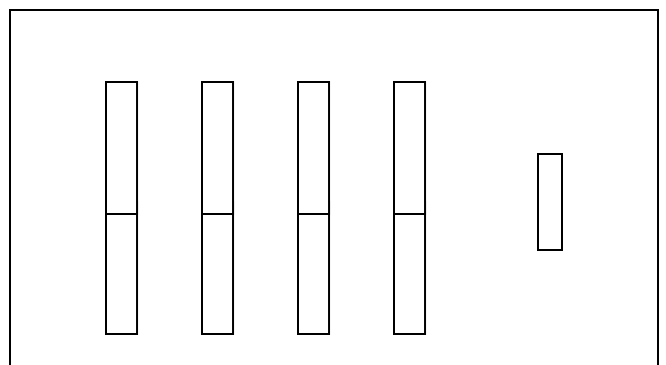
Option #5
Conference with Dais
Capacity: 70

Option #6
Conference with Dais and
Projector table/cart and screen
Capacity: 70

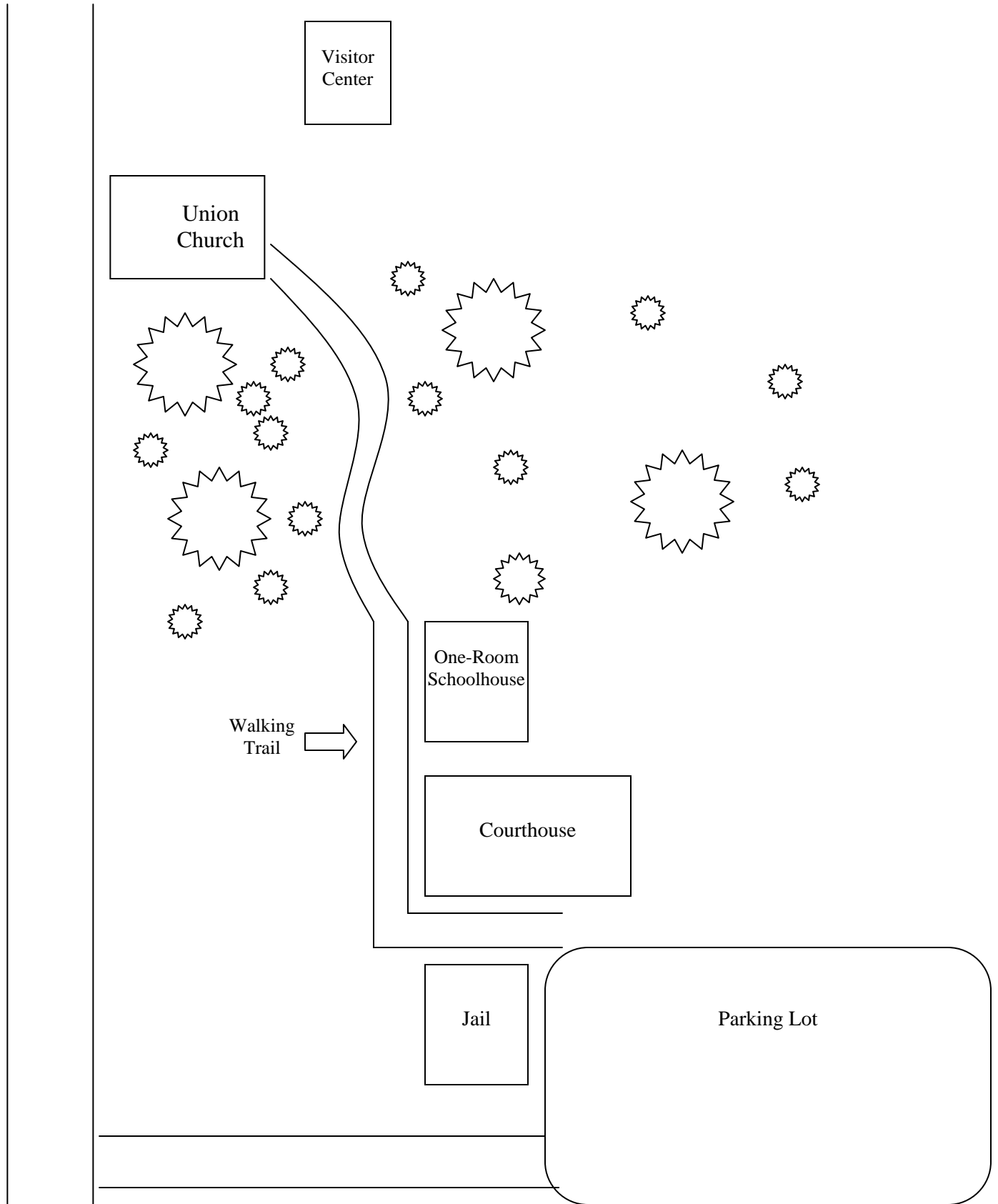


Option #8
Conference
Capacity: 30-40

Option #7
Conference
Capacity: 36-50



Union Church Site Layout



Ben Lomond Historic Site Layout

